



# CITY OF ATLANTA

## Job Announcement

### **BUILDINGS, ASSISTANT DIRECTOR (Permitting)**

**STARTING SALARY: \$57,530**

**Salary Grade: 30**

**Salary Negotiable**

**Applications Accepted from: April 11, 2005 until vacancy is filled.**

#### **Minimum Job Requirements \***

Persons applying must have a bachelor's degree in Engineering or Architectural Design, and five years of progressively responsible management experience. Equivalent combinations of training and experience will be determined under prescribed guidelines.

#### **Licenses and Certificates**

Persons applying for this position must present a valid GA driver's license at the time of appointment.

#### **Duties of the Job:**

Manages the development, administration, and enforcement of the city's building codes and permit process; examines and reviews complex plans for new construction, alterations, and repairs; organizes and prioritizes daily work assignments; works to meet the objectives of the bureau; guides and instructs private citizens in the development of projects; communicates effectively both orally and written with all bureau personnel, City officials, and outside professionals; supervises assigned staff.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.**

- **Verification required prior to appointment.**

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**